

**Academic Affairs and Standards Council  
February 8, 2005  
EGF #106 9am – 12noon**

**Members Present:** Steve Alston, David Christian, Ruth LeTexier, Mike Normandin, Sue Olson, Kathy Huschle, Jeff Thomas, Dan Willoughby, Wade Selvig, Danie Packard, Jack Haymond, Shari Olson

**Members Absent:** Kent Hanson, Elizabeth McMahon, Dennis Bendickson

**Guests Present:** Rocky Ammerman, Lisa Bottem

**Review of Minutes**

January minutes approved as recorded.

**April Meeting Date**

The April 12 meeting conflicts with the Shared Governance meeting. The meeting will be changed to April 19 from 1-4pm in EGF.

**New Common Course Outline format**

A list of course was distributed indicating which courses have not been completed in the new common course outline format. Y in the first column indicates complete, N indicates not completed. The group discussed when to change the course number on a course. Rocky discussed the amount of work required in DARS when a course number changes, not only for NCTC but for every MnSCU college. In the past, a course number changed when the content / credit changed. The group agreed to try keep the numbers the same when possible but numbers may need to be changed when the content/credit changes significantly.

**Transfer Curriculum Documentation**

Kathy has finished all the transfer curriculum forms and forwarded them to Karleen who has posted them on the intranet under Forms – Academic Affairs & Standards Council.

**Catalog Timeline**

The marketing director requested a copy of the curriculum to be reviewed for the next catalog in an attempt to get the catalog back from the printers much earlier than in the past couple years. The committee discussed the final date curriculum changes can be submitted in order to establish the date to prepare next year's catalog. Ruth & Kathy will notify faculty that curriculum for the catalog printing needs to be reviewed and submitted by the March 1, 2005. Karleen will contact Lindsay indicating the catalog could be prepared around March 17.

**General Education Report**

The general education subcommittee surveyed diploma and certificate programs to determine use of general education/studies components. NCA requirements for diploma of substantial length, 45 credits or more, should have general education/studies credits subscribed. Prorating seems to be an equitable way to incorporate general education/studies. The diplomas require core competencies that need to be fulfilled. Discussed what will happen to some of the current programs like Aviation that is already at 88 credits and only requires 4 cr gen educ/studies – the increase in general educ/studies requirements may cause the programs total credits to be longer than other programs in the state. AASC does not want to burden programs but does want to establish a minimum number of credits. The general education subcommittee will establish and recommend some guidelines at the March 9 meeting.

**"Public" Courses**

Rocky indicated a new admissions model will be rolled out on February 21, 2005, which allows the college to mark courses as "public". If the course is marked as "public", that means students will only need to pay the \$20 admissions fee and minimum demographics information on the admissions form, then would be allowed to take the course. Students would not have to complete the assessment test, immunization forms, provide transcripts, etc. For example, if Golf was

marked as public, anyone from the community can pay the \$20 admissions fee as well as tuition and start taking the class without having to take the assessment test, provide transcripts, and immunization forms. All public courses will still appear on an official transcript. A list of NCTC courses that should be identified as “public” must be supplied to MnSCU before February 21. Motion was made and seconded that Rocky will e-mail all faculty describing what it means to make a course “public”. Based on faculty feedback, Rocky and Lisa will meet with the Steve and Jeff to determine exactly which courses will be marked as “public”. Rocky will then forward the list of NCTC “public” courses to MnSCU. Motion passed.

<b>Vote</b>	<b>Course</b>	<b>Discussion</b>
Approved	ACCT1104, ACCT1128	Reviewed learner outcomes
Approved	ADMM1120, 1130, 1134, 1150, 2230, 2290	Reviewed learner outcomes Must add assessment piece
Approved	CDEV1105, 1107, 2200, 2229, 2236, 2238, 2240, 2242, 2243, 2244, 2246, 2250, 2252, 2290	Reviewed learner outcomes Must add assessment piece Instructor added assessment
Approved	CONE1104, 1108, 1110, 1112, 1116, 1120	Reviewed learner outcomes
Approved	FBMT and SBMT courses	Reviewed learner outcomes
Approved	FITN 2101 Exercise Testing: Math Foundations (MATH 0080) OR Appropriate math assessment score; FITN 1101 (may be a co-requisite)  FITN 2103 Fitness Programming and Instruction Techniques FITN 2101 (must be pre- not co-)  FITN 1103 Applied Exercise Physiology FITN 1101; BIOL 2252; MATH 0080 OR appropriate math assessment score.	Prerequisite changes
Approved	HLTH1104, 1120	Reviewed learner outcomes
Approved	Medical Administrative Secretary-AAS Medical Secretary- Diploma Medical Transcription Medical Coding Nursing – AS Occupational Therapy Assisting – AAS Practical Nursing – Diploma (same as AAS)	Reviewed program outcomes for each program
Approved	MUSC1101, 1103, 1108	New course description Reviewed learner outcomes Kathy will work with instructor to make corrections to: 1101, 1108 - #7, #8 1103 - #6, #7 Corrections made.
Approved	MUSC1102, 2201, 2215	Reviewed learner outcomes
Approved	MUSC1111 Music Fundamentals 4 cr	Change credits from 4 cr to 3 cr
Approved	MUSC1181, 1183, 1185, 1187	New course description New prerequisites Reviewed learner outcomes Kathy will work with instructor to add more assessment pieces and add prerequisite to course description instead Corrections made.

Approved	NORW1101 Beginning Norwegian 4 cr	NEW COURSE
Tabled	NURS2131, 2125, 2135, 2110, 2133, 2121	Reviewed learner outcomes
Approved	RADT1110, 1114, 1118, 1120, 1124, 1128, 1130, 1134, 1136, 1138, 2210, 2218, 2220, 2228, 2230, 2234, 2238	Reviewed learner outcomes
Tabled	SOCI2215	Reviewed learner outcomes
Approved	SPAN 1101, 1102, 1120, 2201, 2202	Kathy will work with faculty to revise learner outcomes. Faculty made the revisions.
Approved	SURT1102, 2204, 2206, 2212, 2216, 2220, 2224	Reviewed learner outcomes

### **Liberal Arts meeting**

Faculty requested clarification of what progress was made at the liberal arts meeting held this morning. The group recommended that common disciplines from both campuses like math group meet to determine a specific course offering list to be offered on each campus. When a discipline is only offered on one campus, like history, the single campus should determine the needs for both campuses. Then faculty present the recommended discipline schedule to the division chair who works with the academic dean to finalize the schedule. Shared Governance needs to determine if the college will offer an AA degree at night. Administration needs to determine what time "evening" is - 3pm and after or 5 pm and after. The group questioned how tightly the evening degree is defined – could courses be offered outside of the 3-9 pm time frame?

### **Class Size**

Faculty reminded the AASC group that a subcommittee is working on establishing best practices for distance/online delivery. Therefore, it would be premature to set class sizes at the Shared Governance meeting today without the input from the subcommittee. Jeff indicated another group met last week to determine caps for ITV and online courses due to the fact Shared Governance requested the information.

### **Next Meeting**

The next meeting is scheduled for March 9, 2005, from 9am-12noon on the TRF campus.